

**CIVILIAN DEVELOPMENTAL EDUCATION (CDE)  
RESUME TEMPLATE**

**(NOTE: This format is mandatory; any deviation from standard format will be rejected)**

**Length - No more than 4 pages / Font – Times New Roman / Font Size - 12**

**Include the following items:**

**Contact Information:**

Name

Work: Address, DSN & Commercial Phone, Fax, and E-mail (required)

**Experience/Work History:**

Title/Series/Grade/Rank

If Supervisor, what level, number of employees supervised

Dates, name of supervisor, agency/company, location, responsibilities/achievements

**Education:**

School(s) (name and location)

Degree earned, graduation date

Major Field of study for each undergraduate/graduate degree

Non-degree studies, i.e., school, location, major field of study,  
undergraduate/graduate credit hours earned

**Professional Military Education:**

School/In-Residence or Distance Learning/Year Completed

If in progress include projected date of completion

**Professional Certifications/Licenses (Level):**

i.e., acquisition, computer

**Defense/Government Sponsored Training (to include leadership training):**

Course title, school, date (include sponsoring institution, e.g., Defense Systems Management College, Information Resources Management College, NDU, FEI, OPM or MDC

**Awards/Honors/Skills/Accomplishments:**

Awards and year attained, skills, i.e., languages; publications; clearances

**Activities/Interests:**

Professional memberships, community service, hobbies